

**PARK STREET CHURCH OF ENGLAND PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BODY MEETING**

**Monday 12<sup>th</sup> November 2018 - 9.15am - Common Room, Great St Mary's Church**

**Governors present:** Debbie Hayden; Kerry Walpole; Lorna Atwell; Megan Linebaugh; Nigel Moorhouse; Paul Nicholson; Sarah Bennington; Richard Summers (Chair)

**Also:** Andrew Day (Appointment for Governorship in train)  
Michael Denmead (Clerk)

	Action
<p>The meeting was quorate.</p> <p><b>1. Open with prayer and welcome.</b> The meeting opened with prayer.</p>	
<p><b>2. Governorship items</b> Apologies were received and accepted from Adrian Daffern and Neil Chippington (appointment of Governorship in train). There were no declarations of interest.</p>	
<p><b>3. Approval of Minutes and matters arising from meeting of the Extraordinary Full Governing Body held on 31<sup>st</sup> October 2018</b> The Minutes of the FGB held on 31<sup>st</sup> October 2018 were approved as drawn and duly signed by the Chair.</p>	
<p><b>4. Matters arising from the Minutes of the Extraordinary FGB of 31<sup>st</sup> October 2018</b> The Chair stated that items of the EFGB remain confidential and this item is therefore recorded as a Confidential Part 2 item. Debbie Hayden left the meeting for this item as it involves staff confidentiality. Debbie is Staff Governor. The meeting remained quorate.</p>	
<p><b>5. Implementation of Recommendations from Complaint Adjudication</b> Debbie Hayden returned to the meeting for the start of this item. The Governors present worked through the recommendations made following the group complaint by parents: <i>Performance management arrangements:</i> these are altered such that they are to be done by the Chair together with Kerry Walpole as Chair of Personnel &amp; Learning; with Paul Nicholson taking on the role of Appeals Governor.</p>	<p><b>R Summers   KWalpole   P Nicholson</b></p>

<p><i>Respective roles of the Head and Governors:</i> future Headteacher performance reviews will incorporate specific objectives relating to behaviour, communication and the implementation of our recently agreed ethos and values statements.</p>	
<p><i>Staff and pupil surveys:</i> Governors agreed that this should include parent surveys also. Andrew Day has experience in this area and made a number of suggestions including using the Ofsted survey for parents. Ofsted also have a series of questions for children. A confidential staff survey along the lines recommended by ACAS was also considered appropriate. The following was agreed:</p>	
<p>A survey of each of the pupils   staff   parents will be undertaken shortly and again in spring.</p>	A Day
<p><i>Mentoring:</i> a mentor is being sought for the Chair via Andrew Read at the Diocese.</p>	R Summers
<p><i>Composition of the Governing Body:</i> new appointments are being made of persons who have significant experience in education and are not involved personally in the school.</p>	
<p><i>Consultation on changes:</i> it was agreed that consultation is required with Governors, staff, pupils and parents (as appropriate) about significant changes within the school and working groups will be created to plan, implement and review any such changes.</p>	
<p><i>Values and ethos:</i> the Governing Body met and – based on feedback from parents – have discussed the school’s values and ethos. Consideration needs to be given to how to share this with parents and other stakeholders.</p>	R Summers
<p>There followed a robust discussion on how to make the <b>planned Working Groups</b> as effective as possible and what is the most efficient structure. What is needed is expertise and input, while at the same time not overloading staff with unnecessary meetings.</p>	
<p>Debbie Hayden accepted an action to clarify determine the membership of the groups vis-à-vis the staff as agreed at the 4 September training day).</p>	D Hayden
<p>The <b>Pastoral Group:</b> Lorna Atwell agreed to convene the Pastoral Group.</p>	L Atwell
<p>The <b>Communications Group:</b> Sarah Bennington accepted an action to convene this Group. It was noted that a central message is to communicate an intention to going back to the way the school used to feel.</p>	S Bennington
<p>Paul Nicholson agreed to push forward on <b>Environmental</b> matters, including the LCVAP building project with an initial goal of communicating this project widely.</p>	P Nicholson
<p>The precise make-up of the <b>Teaching and Learning Group</b> is to be clarified.</p>	
<p>There was a brief discussion around the anticipated SIAMS which was referred to the Foundation Committee which was meeting later that day.</p>	Foundation Committee

Signed.....  


Dated..... 26/11/18

<p><b>6. Governance &amp; Leadership Review</b></p> <p>The Governing Body are liaising with Belinda Harvey-Smith and Rosemarie Sadler following the review of governance and leadership at the school. The following actions were agreed:</p> <p>Andrew Day will pull together a School Development Plan template which will incorporate activities such as Governor monitoring visits.</p> <p>The Clerk will investigate the creation of a Governor Portal for use by the school's Governors, including speaking to Andrew Day and Lillian Leedham in regard to their experience of same. The actual implementation will follow on at a later date to the creation of a new website for the school.</p> <p>A clearer picture of the process of communicating concerns and complaints needs to be added to the website.</p> <p>It was agreed that a message be placed by the Clerk on the website stating that the content was in the process of being updated as part of the creation of a new website. Additionally, to the extent Paul Nicholson felt appropriate, it was agreed that Paul may suggest changes and page deletions to the website for the Clerk to implement.</p> <p>Kerry Walpole reported that she was setting up an induction process for new Governors. It was agreed that Kerry would set the ball rolling with Adrian Daffern, Neil Chippington, Andrew Day and Sarah Bennington.</p>	<p><b>A Day</b></p> <p><b>Clerk</b></p> <p><b>Comms Group</b></p> <p><b>Clerk   P Nicholson</b></p> <p><b>K Walpole</b></p>
<p><b>7. Pay Policy</b></p> <p>Kerry Walpole reminded all present that the GB was the overall Pay Body for the school. The Pay Review Committee – comprised of Megan, Sarah, Paul and Kerry – met last week, following which meeting the PRC recommended a Pay Policy to the GB. The Pay Policy had been sent to the GB in advance.</p> <p><b>Paper Presented:</b> Pay Policy 2018-2019</p> <p><b>Decision:</b> The Governing Body ratified the Pay Policy as presented by the Pay Review Committee. The following increases to the pay scales were adopted:</p> <ul style="list-style-type: none"> <li>• 1.5% leadership scale</li> <li>• 2% upper pay scale</li> <li>• 3.5% main pay scale</li> </ul> <p>It was noted that these pay scales were recommended by EPM.</p>	
<p><b>8. Any other business</b></p> <ul style="list-style-type: none"> <li>• The Clerk requested a discussion as to whether the GB would be best served by him staying in the role or alternatively seeking to utilise the <b>Clerking Services</b> formerly provided via the local authority. A Governor asked whether it was not the situation that the local authority had stopped providing a Clerking Service. The Clerk updated the GB that the local authority was – given the problems the withdrawal of the service had caused to schools – seeking to re-employ Clerks and redress the situation.</li> </ul> <p>The Clerk left the meeting to allow the Governors free discussion. When recalled the Clerk was asked to minute that it was unanimously agreed that</p>	

<p>the GB would like to stick with the current arrangement. The Clerk expressed his thanks.</p> <ul style="list-style-type: none"> <li>• <b>Plans for Class 1</b> are in train, including pulling together a job description, a timetable, and communication for parents in advance. Enquiries are in hand with regard to any possible work which the teacher may be willing to continue.</li> <li>• It was agreed that the <b>Spring 1 FGB</b> will be held on Friday 18 January 2018 at 1.30pm at Great St Mary's Church.</li> </ul>	
<p><b>9. Close with prayer</b></p> <p>The meeting closed with prayer at 11.10am.</p> <p><b>The Governing Body next meets on 26<sup>th</sup> November 2018 at Park Street School at 7.30pm.</b></p>	<p><b>All</b></p>


